



**V-90A
REQUEST FOR EVALUATION OF
CREDENTIALS FOR
OCCUPATIONAL SPECIALIST
LICENSURE**

State Form 46594 (R4 / 11-05)

Approved by State Board of Accounts, 2001

Indiana Department of Education
Division of Professional Standards
Room 229, State House
Indianapolis, IN 46204-2798
Toll Free: 1-866-542-3672
FAX: (317) 232-9023
www.doe.state.in.us/dps

ACCOUNTING CONTROL

Transaction number

Transaction number

Date received (month, day, year)

The following fees should be submitted along with your materials:

- Evaluation for the Occupational Specialist I (\$35.00).
- Processing fee for Occupational Specialist I (\$35.00).
- Processing fee for Initial (first) Occupational Specialist II (\$35.00).
- Renewal of an Occupational Specialist I or II (\$35.00).

Our office accepts only certified checks or money orders. All personal checks will be returned. Do not send cash. All fees are non-refundable.

SECTION A - VITAL INFORMATION (Please print all information)

Print name of applicant (last, first, middle)

Address (number and street, city, state, ZIP code)

Applicant telephone number

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Date (month, day, year)

Social Security number *

E-mail address

* This agency is requesting the disclosure of your Social Security Number in accordance with IC 4-1-8-1(a), first paragraph, and with 42 USC 666(a)13. Disclosure is mandatory; this record cannot be processed without it.

Name of employing school district

Address of employing school district (number and street, city, state, ZIP code)

School telephone number

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Application for school year beginning:

Approved Indiana Department of Education course title

SECTION B - VERIFICATION OF EMPLOYMENT

To qualify for any Occupational Specialist license, the applicant must be employed with an approved career and technical education school in the state of Indiana. Both the applicant and the career and technical education director must sign below to verify that the individual is employed. **If this section is unsigned, all materials will be returned.** If you are working with the Department of Corrections, include a letter indicating that you will be hired if approved for an Occupational Specialist license. This must be on their letterhead.

To my knowledge, the information provided with this application is true and valid and the applicant is currently employed with the school district in the licensing area requested.

Signature of applicant

Date

Signature of Career and Technical Education Director

Date

**SECTION C - CRIMINAL HISTORY AND LOYALTY AFFIDAVIT
(Applicants must answer questions 1, 2, & 3. Failure to do so will result in the return of the application.)**

1. Have you ever had a credential, certificate, or license to teach denied, revoked or suspended in Indiana or in any other state?

☐ Yes

☐ No

2. Have you ever been convicted of a felony?

☐ Yes

☐ No

3. Have you been convicted of a misdemeanor other than minor traffic violations since January 15, 1994?

☐ Yes

☐ No

If the answer is Yes to question 1, 2, or 3, attach a written explanation and provide the court records.

I certify that the information and documentation contained in my application required for licensing in Indiana are true and accurate to the best of my knowledge and belief.

I solemnly swear (or affirm) that I will support the Constitutions of the United States of America and the State of Indiana.

Signature of applicant

Date signed (month, day, year)

(Continued on the reverse side.)

SECTION D - OCCUPATIONAL SPECIALIST I INITIAL

When submitting occupational experience, your letter(s) must contain all of the following:

- Must be on company letterhead.
- Must contain job duties and job titles.
- Must contain the total number of hours worked or the average number of hours worked per week.
- Must contain the starting and ending date of employment.
- Must be signed by the employer or his / her designee and include his / her telephone number.
- If you are self-employed, you must list the area of employment on all tax forms submitted.

Only work experience in the area requested on the license will be accepted.

In order to qualify for the Occupational Specialist I, the applicant must meet one of the following requirements listed below.

Please check the box that represents the method you plan to use to qualify.

Requirement	Materials Needed
<input type="checkbox"/> 6,000 clock hours (3 years) in the past five (5) years.	● Verification of occupational experience (<i>see Section D</i>).
<input type="checkbox"/> 4,000 clock hours (2 years) at any time and demonstration of competency by successful completion of Occupational Competency Test.	● Verification of occupational experience (<i>see Section D</i>). ● Occupational Competency Successful Completion Form (<i>must be signed by Occupational Competency Test Coordinator</i>).
<input type="checkbox"/> 4,000 clock hours at any time and evidence of occupational license.	● Verification of occupational experience (<i>see Section D</i>). ● Photocopy of occupational licenses / certificate (<i>must be currently valid and must be an occupational license our office recognizes as acceptable</i>).
<input type="checkbox"/> 4,000 clock hours at any time and completion of a 2-year (Associate's Degree) or higher. Major must be in the specific area requested on the license.	● Verification of occupational experience (<i>see Section D</i>). ● Official transcripts (<i>must bear seal and signature of the Registrar</i>).
<input type="checkbox"/> 4,000 clock hours at any time and completion of an apprenticeship or internship program.	● Verification of occupational experience (<i>see Section D</i>). ● Certificate of completion of apprenticeship or internship program recognized by our office as acceptable.

SECTION E - OCCUPATIONAL SPECIALIST II INITIAL (First OS II license)

The Occupational Specialist II is a license that is valid for four (4) years. The holder of the Occupational Specialist I can be recommended for the Occupational Specialist II when the university teacher trainer and Career and Technical Education Director submits all of the following:

Requirement	Materials Needed
● Verification of employment (<i>Section B of the V-90A</i>).	● Current V-90A with Section A, B, C & F completed.
● Completion of 45-clock hour Teacher Seminar.	● Signature below.
● Completion of Beginning Teacher Mentorship.	● Signature below.
● A Professional Development Plan (PDP) for the next four years.	● PDP (<i>form provided by university teacher trainer</i>)
● Basic Skills Test.	● Basic Skills Test Completion form (<i>form provided by university teacher trainer</i>).
● Occupational Competency Test.	● Occupational Competency Completion form (<i>form provided by university teacher trainer</i>)

We hereby certify that the applicant has completed the requirements listed above.

Signature of Career and Technical Education Director	Date
Signature of University Teacher Trainer	Date

SECTION F - TYPE OF CERTIFICATE REQUESTED

Please check the box indicating the license you are requesting.

Initial Occupational Specialist Licenses

- ☐ Occupational Specialist I Initial (*first license*). **Move to Section D.**

If you have three years of teaching experience in an accredited K-12 school while under a valid license, you may be eligible for the Occupational Specialist II Initial. Contact your area vocational director or university teacher trainer for details and complete Section E. Make sure you document your teaching experience on school letterhead. All occupational experience must also be verified. A PDP is also required.

- ☐ Occupational Specialist II Initial (*first OS II license*). **Move to Section E.**

- ☐ Occupational Specialist III. Contact your area Career and Technical Education director or university teacher trainer for instructions.

Renewal of Occupational Specialist Licenses

- ☐ Occupational Specialist I Renewal. See your area Career and Technical Education director for instructions. This license may only be renewed one time.

- ☐ Occupational Specialist II Renewal. A completed Professional Development Plan (PDP) for the previous four years and a PDP for the next four years are required.